



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 1710.1
13

APR 08 2004

NAS OCEANA INSTRUCTION 1710.1

Subj: RECOGNITION OF PRIVATE ORGANIZATIONS

Ref: (a) DoDINST 1000.15
(b) NAVSO P-1000, "Financial Management Policy Manual"
(c) BUPERSINST 1710.11C
(d) DoDINST 5500.7-R, "Joint Ethics Regulation"
(e) Assistant Secretary of Defense memo of 29 May 02

Encl: (1) Categories of Private Organizations
(2) Sample Approval Letter
(3) Financial Report

1. Purpose. To promulgate policy and procedures for the authorization and operation of private organizations on Naval Air Station (NAS) Oceana, which includes Dam Neck Annex and Naval Auxiliary Landing Field (NALF) Fentress. This instruction is issued in compliance with references (a) and (b).

2. Applicability. This instruction applies to organizations, associations, clubs or groups operating or seeking approval to operate on NAS Oceana. This instruction is not applicable to the operation of coffee messes, flower funds or similar small informal funds and activities.

3. Definition. A private organization is an organization, association, club or group that is organized, operated and controlled by individuals acting in a private capacity, exclusively outside the scope of any official capacity as officers, employees or agents of the federal government. Enclosure (1) provides a listing of the six authorized categories of private organizations with examples. Examples are illustrative and not all inclusive.

4. Policy

a. The basic guidelines pertaining to recognition of private organizations on U.S. Navy controlled property are contained in references (a) through (c).

b. A private organization may be established at NAS Oceana only upon written application to and approval from Commanding Officer, NAS Oceana. A sample approval letter is provided as enclosure (2). Approval is contingent upon, but not limited to, the following requirements and conditions:

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(1) Activities of private organizations will not prejudice or discredit the interests of the U.S. Government;

(2) Private organizations will not utilize the seal, logo or insignia of any DoD component, organizational unit or installation in its title or letterhead. Names or abbreviations of Department of Defense (DoD) components, organizational units or installations may be used (See paragraph 7(c) for further guidance);

(3) Activities of private organizations will not violate Federal, Commonwealth or local laws;

(4) A private organization will not engage in activities, which duplicate, compete or conflict with services provided by the Navy Exchange, Commissary or Morale, Welfare and Recreation (MWR);

(5) Membership shall be limited to members of the Armed Forces, civilian components and family members who are affiliated with commands based at NAS Oceana; and

(6) Membership shall not be denied nor shall there be discrimination on the basis of color, religion, age, race, creed, sex or national origin. This does not prohibit the establishment of cultural, religious or ethnic private organizations providing membership is not restricted or discriminatory.

5. Income, Logistical Support, Liabilities and Audits

a. Income

(1) Private organizations will be self-sustaining, primarily through dues, contributions, service charges, fees or special assessments of members. Private organizations will have their own bank account and are required to purchase and maintain liability insurance to protect the Navy and individual members against liability claims.

(2) There will be no direct or indirect financial assistance to a private organization from a nonappropriated fund instrumentality.

(3) During periodic review of private organizations, activities that result in monetary gain to any individual member will be carefully scrutinized by the Commanding Officer. Income or benefits will not accrue to individual members except through wages and salaries as employees of the private organization.

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b. Logistical Support and Services

(1) Reimbursement for facility operation costs is not required if the use of space at NAS Oceana is occasional and incidental to the use of the facility and provided its use will entail no added maintenance expense. However, if the private organization has exclusive use of the facility/space on a full-time basis, a written lease or memorandum of understanding is required. Reimbursement for utilities, maintenance and other support services will be determined per applicable regulations.

(2) Private organizations are responsible for furnishing their own equipment and supplies and maintenance or repair costs of any government equipment being used on a temporary or loan basis. Neither appropriated nor nonappropriated funds shall be used to repair or restore private organization equipment.

(3) Private organizations will ensure compliance with applicable fire and safety regulations, environmental laws, labor laws, local, Commonwealth and Federal tax codes and any other applicable statutes and regulations.

c. Liabilities

(1) Neither Commanding Officer, NAS Oceana nor any other agency of the U.S. Government will incur any obligations of any private organization.

(2) Neither Commanding Officer, NAS Oceana nor any other agency of the U.S. Government will assume any responsibility for any accident or injury occurring in connection with the activities of any private organization.

(3) If appropriate, private organizations will secure adequate insurance in order to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or its members acting on its behalf, or the operation of any equipment, apparatus or device under the control and responsibility of the private organization. The direct protection of organizational assets, such as through fidelity or fire insurance, is the responsibility of each private organization's membership. For certain inherently dangerous activities, however, proof of insurance may be required as a condition of being permitted to conduct activities on aboard the installation.

d. Financial Reports and Audits. Financial reports will be submitted to the Command Judge Advocate (Code 13), NAS Oceana on an annual basis no later than 31 January of each year. Enclosure (3) is a sample Financial Report. NAS Oceana reserves the right and may audit any private organization on an annual basis. Private organizations are encouraged, however, to perform self-audits regularly.

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6. Fundraising Activities and Advertising

a. Fundraising and membership drives are governed by reference (d). Limited fundraising, as set forth in Section 3-210(a)(6) of reference (d) is permitted; however, fundraising on NAS Oceana will not be on a frequent or continuing basis. Such activities (i.e., bake sales, car washes, homecoming events, etc.) will be approved in writing by the Commanding Officer, NAS Oceana. Prior to approval of the event taking place, the Command Judge Advocate (Code 13) will review all requests. Private organizations are not authorized to conduct bingo, raffles or any form of gambling which includes the collection of money and the distribution of a prize by chance on board NAS Oceana.

b. Advertising is available through the local base paper, Jet Observer, and by use of posters placed in authorized locations, with prior approval from the Commanding Officer.

7. Action

a. Organizations desiring recognition as private organizations will submit the following to Commanding Officer, NAS Oceana:

(1) A copy of the organization's written constitution, by-laws, charter or articles of agreement which must include:

(a) The nature, function and objectives of the private organization;

(b) Description of membership eligibility in the private organization;

(c) Procedures for the annual election of officers (if appropriate);

(d) Designation of management responsibilities, to include the accountability for assets and procedures for approving disbursement of funds, satisfaction of liabilities, disposition of any residual assets upon dissolution and other assurance of responsible financial management; and

(e) Documentation indicating an understanding by all members as to whether they are personally liable if the assets are insufficient to discharge all liability.

(2) A proposed schedule of events for the year (if appropriate);

(3) A letter requesting permission to utilize facilities, specifying the facilities to be used, approximate times of use and purpose of use, if appropriate; and

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(4) A letter designating a point of contact and listing of officers of the organization and their phone numbers.

b. Upon receipt of authority to conduct activities on board NAS Oceana, organizations will submit the following to the Command Judge Advocate, NAS Oceana (Code 13) annually, no later than 31 January:

(1) A financial report or statement listing all income and expenses/disbursements over the preceding year (see enclosure (3) as an example);

(2) Schedule of events conducted during the preceding year; and

(3) The name, address and telephone number of a representative who will be the single point of contact through whom the Commanding Officer will conduct all business with the organization and an updated list of officers of the organization and their phone numbers.

c. Per reference (e), private organizations may include the name or abbreviation of the DoD component, organizational unit or installation in their name, provided they take effective steps to ensure their status as a private organization is apparent and unambiguous. Such steps include, at a minimum:

(1) Private organizations may not use seals, logos or insignia of any DoD component, organizational unit or installation on the private organization's letterhead, correspondence, or in its title;

(2) Any use of the name or abbreviation of a DoD component or installation may not mislead members of the public to assume a private organization is an organizational unit of DoD. Private organizations that incorporate names or abbreviations of DoD components, organizational units or installations must receive prior approval for such use by the head of the appropriate DoD organization; and

(3) Private organizations will use a prominent disclaimer on all print and electronic media confirming that the private organization is not a part of DoD.

d. Recognized private organizations that change either the organization's purpose or membership conditions will document such changes and submit changes to the Commanding Officer, NAS Oceana to be reviewed by the Command Judge Advocate prior to approval of continued recognition as a private organization.

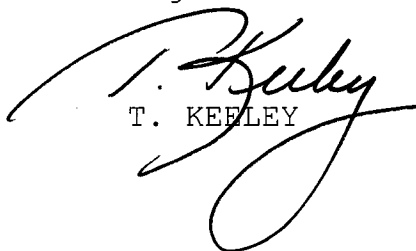
e. When an organization is dissolved, an audit will be conducted per paragraph 5 above and forwarded to the Command

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Judge Advocate, NAS Oceana (Code 13), prior to dissolution. The audit form will be annotated to show that the reason for the audit is dissolution.

8. Organizations Located On Board NAS Oceana. For organizations located on NAS Oceana and conducting activities at the time this instruction is promulgated, a copy of all documents listed in paragraphs 6a and 6b above, as appropriate, will be submitted to the Command Judge Advocate, NAS Oceana (Code 13). The Command Judge Advocate will review all documents submitted by existing private organizations.


T. KEELEY

Distribution:
NASOCEANAINST 5216.1X
List I, II, III and IV

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CATEGORIES OF AUTHORIZED PRIVATE ORGANIZATIONS

1. Professional, Scientific & Management

Examples:

Engineering or Scientific, NCO Associations
Nurses
Personal Management
Financial Management

2. Sports, Hobbies & Crafts

Examples:

ABC Bowling Leagues
Sports Officials
Affiliated Hobby or Craft Groups
Model Clubs
Stamp, Coin, Other Collectors
Theater and Dance
Fish and Game
Golf Leagues
Investment Clubs

3. Religious Groups

Examples:

Altar Societies
Guilds
Youth Organizations

4. Community Services, Fraternal & Benevolent

Examples:

Veterans Organizations
Surviving Spouse or Surviving Parent Organizations
Parent-Teacher Association (PTA)
Ethnic Group Affiliations
Reserve or Retired Associations
Affiliated Community Service Clubs
Thrift Shops, School Booster Clubs
Child Care Centers, Preschool and Kindergarten
Social Problem Study Groups

5. Youth Organizations

Examples:

Junior Army-Navy Guild Organization (JANGO)
4-H Clubs, Scouting Organizations, Little League
Contemporary Age Clubs
Recreation

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6. Spouse Organizations
Examples:

Spouses' Clubs (may include Thrift Shop Youth Sports
Operation)
National Origin Clubs

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1710
Ser 13/
Date

Organization Name
POC for Organization
Street Address
City, State Zip

Dear _____:

Your request to establish [name of organization] as a private organization on board Naval Air Station (NAS) Oceana is approved. The guidelines for operating [name of organization] on board NAS Oceana are set forth in enclosure (1).

The U.S. Navy assumes no responsibility or legal liability for the activities of [name of organization]. In this regard, it is recommended that [name of organization] obtain adequate insurance to protect against public liability and property damage claims or other legal actions.

On a space available basis, NAS Oceana may provide logistical support in the form of a meeting facility. Any other logistical support must be within the standards set forth in enclosure (1) and the Joint Ethics Regulation.

Violations of enclosure (1) may result in termination of approval for [name of organization] to operate on NAS Oceana.

If there is any way in which we can be of any further assistance, please contact the Command Judge Advocate at (757) 433-2950.

Sincerely and very respectfully,

T. KEELEY
Captain, U.S. Navy
Commanding Officer

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Enclosure (2)

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FINANCIAL REPORT

From: (Name of Organization)

To: Commanding Officer, Naval Air Station Oceana

DATE OF STATEMENT: _____ REASON: Annual/Dissolution
(circle one)

BALANCE SHEET FOR THE PERIOD ENDING _____

ASSETS:

Cash on hand \$ _____
Savings account \$ _____
Checking account \$ _____
Club property \$ _____
(see attached)
Other: _____
(List by category) \$ _____
\$ _____
\$ _____
Total Assets: \$ _____

LIABILITIES:

Vendors: \$ _____
(See attached)
Payroll: \$ _____
Taxes: \$ _____
Other: _____
(List by category) \$ _____
\$ _____
Total Liabilities: \$ _____

Net worth is assets minus liabilities. NET WORTH \$ _____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Audited by: _____ Date: _____

The above categories for assets and liabilities are only examples. Other categories may be used that are more applicable to the organization. Your forwarding letter should list any discrepancies found during the audit, proposed schedule of events, name, address and telephone number of all elected officers and designated single point of contact.

COMMAND AUDITS, WHEN CONDUCTED, WILL BE SIGNED BY THE COMMAND JUDGE ADVOCATE, NAS OCEANA. ALL SELF-AUDITS CONDUCTED SHOULD BE SIGNED BY THE OFFICIAL CONDUCTING THE SELF-AUDIT AND VERIFIED BY THE TREASURER AND PRESIDENT.

Enclosure (3)

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FINANCIAL REPORT

From: (Name of Organization)

To: Commanding Officer, Naval Air Station Oceana

DATE OF STATEMENT: _____ REASON: Annual/Dissolution
(circle one)

INCOME STATEMENT
FOR THE PERIOD
_____ TO _____

INCOME:

Sales \$ _____
Donations \$ _____
Dues \$ _____
Interest \$ _____
Other: _____
(List by category) _____
\$ _____
\$ _____
Total Income: \$ _____

EXPENSES:

Material/Supplies \$ _____
Equipment _____
Goodwill Activities \$ _____
Donations \$ _____
Service Charges \$ _____
Other: (List by category) _____
\$ _____
\$ _____
Total Expenses: \$ _____

Yearly income is income minus expenses. YEARLY INCOME \$ _____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Audited by: _____ Date: _____

The above categories for assets and liabilities are only examples. Other categories may be used that are more applicable to the organization. Your forwarding letter should list any discrepancies found during the audit, proposed schedule of events, name, address and telephone number of all elected officers and designated single point of contact.

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